



**Fiscal Technician 2**  
**Financial Management Division**  
**Recruitment # 2006-09-0049**

**AGENCY MISSION AND CHALLENGE:**

The mission of the Department of Natural Resources (DNR) is to provide professional, forward-looking stewardship of our state lands, natural resources, and environment. DNR provides leadership under the Commissioner of Public Lands, an elected official, in creating a sustainable future for the State Trust Lands.

At the DNR, we envision a future in which our human and natural environment provides abundant and diverse social, ecological, and economic benefits for the people of Washington, in this and all future generations. In acting to ensure the vision, we ensure sustainability.

DNR manages over 5 million acres of state-owned land that includes forest, range, commercial, agricultural and aquatic lands. Since 1970 DNR-managed lands have generated \$6 billion that support public schools, state institutions and county services. These lands also provide public benefits that include fish and wildlife habitat, clean and abundant water and public access to outdoor recreation. The DNR operates with a biennial budget of approximately \$400 million and has over 1300 employees. For more information about the department, see the DNR website at [www.dnr.wa.gov](http://www.dnr.wa.gov)

<b>Job Classification:</b>	Fiscal Technician 2
<b>Type of Position:</b>	This is a non-permanent position expected to last 6-9 months.
<b>Monthly Salary Range:</b>	\$2,102– \$2,649
<b>Benefits Package:</b>	Health and dental insurance, retirement pension, vacation, sick leave and holidays
<b>Posting Date:</b>	September 21, 2006
<b>Closing Date:</b>	September 28, 2006
<b>Location:</b>	Olympia WA

**POSITION PROFILE**

This position is part of the accounts payable, accounts receivable section of the financial management division. It is responsible for data entry in to AFRS and other agency subsystems. The Fiscal Technician will also be responsible for document coding for AP and AR, AP research using warrant registers, daily deposits and payment applications, processing refunds and processing travel reimbursements.

**REQUIRED POSITION QUALIFICATIONS**

To qualify for this position, you must have the following:

- High school graduation or GED equivalent
- Ability to demonstrate skills in document analysis, mathematical reasoning, following verbal directions and using personal computers through testing.

**DESIRED POSITION QUALIFICATIONS**

Along with the required qualifications, the ideal candidate for this position will also have:

- One year of general accounting experience that includes processing payments to vendors and reviewing and working with invoices.
- Ability to process a high volume of data entry on the computer
- Demonstrate technical knowledge and skill in using spreadsheet software such as Microsoft Excel, to create spreadsheets and manipulate data.
- Experience using e-mail to provide information and advice to customers and staff in a service-oriented office environment
- Ability to clearly communicate verbally and/or in writing
- Ability to use the 10-key calculator by touch

## SPECIAL POSITION REQUIREMENTS AND WORKING CONDITIONS

- Must be at least 18 years of age at the time of hire.

## WHO MAY APPLY

This recruitment is open to anyone who meets the required qualifications for this position.

## APPLICATION PROCESS

To be considered for this position please submit:

- A letter of interest describing how your experience and qualifications relate to the job profile and the required and desired position qualifications. Indicate in your letter of interest how you learned of this opportunity.
- An updated resume
- An online voluntary [Applicant Profile Questionnaire](#).

The first screening will be based on information contained in your letter of interest and your state application.

Submit all materials by the closing date to:

Electronic method preferred	OR other method
<a href="mailto:dnrrecruiting@wadnr.gov">dnrrecruiting@wadnr.gov</a>	Roberta Searles Department of Natural Resources PO BOX 47033 Olympia, WA 98504-7033

**NOTE:** Please indicate **Fiscal Technician 2, Recruitment #2006-09-0049** in the subject line of your e-mail.

By submitting the application materials you are indicating that all information is true and correct to the best of your knowledge. You understand that the state may verify information and that untruthful or misleading information is cause for removal from applicant pool or dismissal if employed.

Questions? Please contact Dave Cavender at (360) 902-1250 or e-mail us at [DNRrecruiting@wadnr.gov](mailto:DNRrecruiting@wadnr.gov).

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